CITY OF HOUSTON



8

Job Posting

1 Applications accepted from: ALL PERSONS INTERESTED

2 Job Classification
3 Posting Number
4 Department
5 Division
6 Section
7 Reporting Location

Workdays & Hours

MUNICIPAL COURTS SUPERVISOR
PN #106905
Municipal Courts Administration
Public Services
Cash Management

1400 Lubbock and/or 8300 Mykawa Road All Shifts, days, and holidays*

*C...

*Subject to change

9 <u>DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS</u>

Performs supervisory duties, including coordinating the cash management operations. Assists staff in daily reconciliation of cash drawer(s) and account deposits. Processes cash mail payments. Schedules employees to ensure proper staffing; enforces relevant policies and procedures by teaching and counseling subordinates when necessary; establishes and enforces appropriate performance measures for subordinate personnel; solves problems; prepares relevant reports; and other first-line supervisory functions necessary to the efficient operations of assigned section/division of the department. Communicates and interacts effectively verbally and in writing, with citizens, attorneys, judges, and law enforcement officials, often in stressful situations. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries. Other related duties as assigned.

10 WORKING CONDITIONS

General office conditions. Must be able to work any day or shift, weekends and/or holidays as needed.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Basic knowledge of reading, grammar, spelling, punctuation and simple mathematical functions as might normally be acquired through attainment of a high school diploma or GED.

12 MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of clerical and/or related experience, with at least one of those years in a supervisory or documented lead capacity.

13 MINIMUM LICENSE REQUIREMENTS

None

14 PREFERENCES

Heavy cash handling experience; experience with Court policies and procedures; computer skills to include Microsoft Office applications (i.e., Excel, Word, and PowerPoint).

15 <u>SELECTION/SKILLS TESTS REQUIRED</u>

None. However, the department may administer and the applicant must successfully complete a computer skill assessment

16 SAFETY IMPACT POSITION [] Yes [X] No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 18

\$1,042 - \$1,793 Biweekly \$27,092 - \$46,618 Annually

18 OPENING DATE September 21, 2005

19 CLOSING DATE September 27, 2005

20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. TDD Line phone number (713) 837-9471. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer